

BUDGET LETTER

NUMBER: 96-12

SUBJECT: INITIAL 1997-98 BUDGET GALLEY

DATE ISSUED: AUGUST 14, 1996

REFERENCES:

SUPERSEDES: 95-07

TO: Departmental Budget Officers
Department of Finance Budget Staff

FROM: DEPARTMENT OF FINANCE

Note: Departmental Budget Officers will receive an additional copy of this transmittal letter with the Initial 1997-98 Budget Galley. A Budget Galley will not be attached for other recipients of this Budget Letter.

Attached are two copies (control proof copy and departmental copy) of the initial budget galley which are to be used for submission of your 1997-98 budget to the Department of Finance (DOF). These galleys have been updated to eliminate the "Partial Year Adjustments" line in the 1997-98 Governor's Budget presentation. Please refer to the Attachment for specific procedures. Departments are to use these galleys unless exempted by your DOF Program Budget Manager. As in past years, these double spaced galleys include all narrative used the in the previous Governor's Budget and provide:

- blank spaces for insertion of new dollars and personnel year amounts for all standard 3 and 6 column tables, and
- pre-posted Beginning Balance amounts for 1995-96 on the Fund Condition statements.

Guidelines for processing these galleys are as follows:

1. Make all changes on the galleys neatly, clearly and legibly. This is necessary for the efficient processing of galley by the DOF and the State Printing Plant. Therefore, a budget galley submitted to the DOF which is not of acceptable quality will be returned to the originating department to be redone. Attachments to the budget galley should only be used where it is impossible to make legible entries directly on the galley. Use standard size (8 1/2 by 11) paper for attachments and label the attachments "Insert A", "Insert B", etc. If possible, extensive inserts should be typed. Mark on the galley the location for placement of the inserts.

Departments are encouraged to consult with their Finance Analyst for guidelines and assistance on preparation of budget galley for print.

2. Focus narrative on factual data, eliminating redundancy and providing uniformity in content and style.
3. Provide pertinent data in the briefest manner possible without sacrificing clarity.

4. Include program information for at least the same program or element levels which are to be included in the Budget Act. Coding must be consistent between the two documents. The general policy on budget presentation will be to display information no lower than the program level. Presentation at the element and component levels must be cleared by the appropriate Program Budget Manager in the DOF unless this level was included in the 1996-97 Governor's Budget. There should be no presentation at the task level.
5. Avoid duplicating narrative in the departmental statement, the program objectives statement, and, if approved for presentation, the element statement.
6. Do not use program codes 95 through 99 and code 00. These codes are for statewide use.
7. Return the "Control Proof" copy of the budget galley to the DOF in accordance with the Printing Schedule established by your DOF Program Budget Manager.

Departments which continue to update and submit spreadsheet galley must remember to submit in double-spaced format. The spreadsheet must accompany the "Control Proof" budget galley that the departments received from DOF. Any department that proposes to submit a new spreadsheet galley must receive prior approval from the appropriate DOF Budget Analyst.

The Changes in Authorized Positions Schedule (Schedule 2) will no longer reflect a partial year adjustment. When a regular full-time position is authorized for a time period less than a full fiscal year, the position and dollars should reflect the net position count and dollars. The State Controller's Office (SCO) has updated their Employment History Database to accommodate **"Future Effective Dates & Termination Dates"**. Establishing positions for a portion of a fiscal year will be accommodated by the SCO computer system. When preparing Form 607s to establish or abolish positions, the effective date can be later than July 1 or termination date can be earlier than June 30. For example, departments can now prepare Form 607s on July 1 with a future effective date of January 1. The SCO records will report 1/2 of the position or 0.5 position count. When the SCO ran the Schedule 8 in June, the system reported the increment for the authorized position. Therefore the **"Partial Year Adjustment" process is no longer necessary for either the Budget Galley or the Salary Supplement. Instructions will also be issued in a forthcoming Budget Letter for 1997-98 Salaries and Wages Galley and Position Cost Estimates.**

If you have any questions, please call your DOF Budget Analyst. For further assistance contact Les Ouchida or Teresa Bierer at (916) 322-5540 or ATSS 8-492-5540.



Carl Rogers
Program Budget Manager

Attachment

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Upcoming Budget Letters

- Past, Current and Budget Year Schedule 10s
- 1997-98 Salaries and Wages Galley and Position Cost Estimates

CHANGES IN AUTHORIZED POSITIONS						
	PY	CY	BY	PY	CY	BY
Totals, Authorized Positions.....	238.7	298.5	298.5	\$11,154	\$13,641	\$13,886
Salary adjustments.....	--	--	--	--	121	142
Totals, Adjusted Authorized Positions.....	238.7	298.5	298.5	\$11,154	\$13,762	\$14,028
Workload and Administrative Adjustments:						
Positions Established:				Salary Range		
Research Prog Spec I.....	--	1.0	--	3,486-4,205	\$42	--
Staff Counsel (Legal).....	--	1.5	--	2,959-5,588	53	--
Environmental Spec III (Planning).....	--	1.0	--	1,918-2,331	23	--
Temporary Help.....	--	4.5	--	--	36	--
Overtime.....	--	--	--	--	18	--
Reductions in Authorized Positions:						
Assoc Govt Program Analyst.....	--	-1.5	-1.0	2,804-3,505	-50	-34
Records Mgt Analyst.....	--	-1.0	--	2,638-3,171	-32	--
Transfer from Dept XXX:						
Staff Services Analyst.....	--	--	4.0	2,031-3,171	--	100
Totals, Workload and Administrative Adjustments.....	--	5.5	3.0	--	\$90	\$66
Proposed New Positions:						
1/ Assoc Mineral Res Engr (4 positions effective 1/1/98)	--	--	2.0	4,118-4,970	--	50
Programmer II.....	--	1.0	1.5	2,770-3,330	33	50
Totals, Proposed New Positions.....	--	1.0	3.5	--	\$33	\$100
Total Adjustments.....	--	6.5	6.5	--	\$244	\$308
TOTALS, SALARIES AND WAGES.....	238.7	305.0	305.0	\$11,154	\$13,885	\$14,194

This line must agree with the Schedule 7A.

The sum of these lines must equal the "Total Adjustments" line.

This line must equal the "Total Adjustments" line in the Summary by Object.

1/ Any position(s) not authorized for the full fiscal year should be noted with a parenthetical comment. Please note that these 4.0 proposed new positions effective on 1/1/98 are being reflectd with a net personnel-year count of 2.0 and a net dollar amount of \$50. Formerly, these would have been shown with gross counts of 4 personnel years and \$100 with partial year adjustments of -2.0 personnel years and -\$50.

